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General Information

The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements. Students are responsible for reporting:

- Changes to their address and phone number.
- Changes to their employment.

Students can use the SEVP Portal to report these changes, or they can ask a designated school official (DSO) report it for them. DSOs cannot limit a student's access to the portal. You can require students to use the portal.

While DSOs cannot access the Portal, they are still very important to the students. They can:

- Request that the Initial Portal Account Creation email be re-sent.
- Unlock a student's Portal account.



- Change the student's email which the Portal uses for account management.
- Update a student's address, phone number, and employer information.
- Access a downloadable report to see what data was changed by students using the Portal.
- Identify students with Portal accounts.

Data Flow between SEVIS and the SEVP Portal

The Student and Exchange Visitor Information System (SEVIS) and the Portal share data:

- Student-changed data is passed from the Portal to SEVIS immediately.
- DSO-changed data is passed from SEVIS to the Portal once a day.

Available Student Actions in the Portal

Students can take limited actions in the Portal. They can:

- Update their physical home addresses.
- Update their mailing addresses.
- Update their telephone numbers.
- Update employers' information.
- Monitor their employment authorization.



Students cannot access SEVIS.

Create a Portal Account

There are four basic steps for creating an account in the SEVP Portal:

Step	Player	Action
Step 1	SEVIS	When the status of an OPT request in SEVIS changes to "Approved," SEVIS sends the following OPT-related student data to the SEVP Portal: <ul style="list-style-type: none">• SEVIS ID• Email address• Biographic Information:<ul style="list-style-type: none">○ Given name○ Surname○ Date of birth



Step	Player	Action
		<ul style="list-style-type: none">• Contact Information:<ul style="list-style-type: none">○ U.S. physical address○ U.S. mailing address○ U.S. and foreign telephone number• Information on the OPT Authorization:<ul style="list-style-type: none">○ Type of OPT authorization○ Whether the authorization is full-time or part-time○ Status of the OPT authorization○ Dates of the OPT authorization• Employer information:<ul style="list-style-type: none">○ Employer Identification Number (EIN)○ Employer name○ Employer address○ Student's job title○ Supervisor's name○ Supervisor's telephone number○ Supervisor's email address○ Whether the job is full-time or part-time○ Start date with the employer○ Last day of employment with the employer○ Relation of the job to the field of study
Step 2	Portal	The Portal emails the student with instructions for creating their Portal account: <ul style="list-style-type: none">• Email contains a link the student must use to create the account.• Link is unique to the student.
Step 3	Student	<ul style="list-style-type: none">• Clicks the link.• Creates a password. <p>Note: The student's email address will be the student's user name.</p>
Step 4	Portal	Establishes the account.

Students who do not receive the email with their unique link should:

- Check their spam or junk mail folders.
- Contact their DSO. DSOs are able to request that the Portal re-send the email.



DSOs should check the accuracy of the email address before submitting the request.

Request Resending of the Initial Account-Creation Email

To request the SEVP Portal resend the Initial Account Creation email:

1. Navigate to the *Student Information* page.

Student Information

Reprint I-20
Print Draft I-20

View:
Event History
Request/Authorization Details
Employment Information
Actions:
Authorize To Drop Below Full Course
Cap-Gap Extension
Change Education Level
Corrections
Complete Program
Disciplinary Action
Reset Portal Account
Shorten Program
Terminate Student
Transfer Out
Employment/Training:
CPT Employment Authorization
Difference

F-1 STUDENT
Thayer, Hang In

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies
Start Date: January 1, 2015 End Date: July 31, 2016

Status: **ACTIVE**
Status Change Date: **August 22, 2016**
SEVIS ID: **N0004705844**

Active Post-Completion OPT I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact [Edit](#)

Gender: **FEMALE**
Date of Birth: **August 10, 1989** Age: **27**
Country of Birth: **VIETNAM**
Country of Citizenship: **VIETNAM**
Telephone: **Student does not have a telephone number.**
Email Address: **hrobert@associates.ice.dhs.gov**

U.S. Address: **1408 GREENVILLE AVE, RICHMOND, VA 23220 - 6913**
Address Status: **Valid 5 - Mailbox at a street address**
Foreign Address: **123/45 AP A THAN, XA; PHU DUC TINH; VINH LONG, HUYEN; LONG HO, VIETNAM**

Overall Remarks
Student was able to complete master's degree during summer 2016.

Program [Edit](#)

Education Level: **MASTER'S**
Major 1 and Name: **14.0101 - Engineering, General**
Major 2 and Name: **52.1903 - Fashion Modeling**
Minor and Name: **00.0000 - None**
Program End Date: **None**

Registration [Registration](#)

Initial Session Start Date: **January 5, 2015**
Current Session End Date: **December 15, 2016**
Next Session Start Date: **December 16, 2016**
Length of Next Break/Vacation: **0**
Last Session Study/Work: **None**

2. Click **Reset Portal Account** link under the Actions menu on the left side of the page.
The *Reset Portal Account* modal opens.

Reset Portal Account

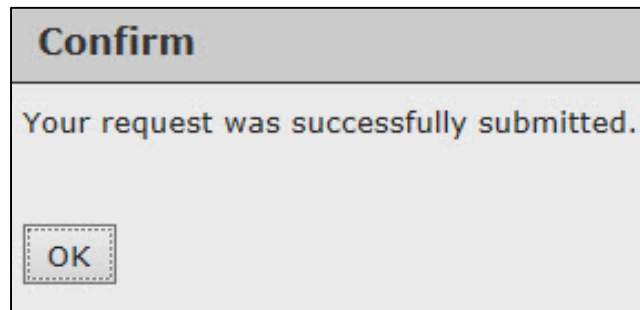
By selecting Submit, SEVIS will send a request to the Portal to resend the account creation e-mail to the student or unlock the account.

[Cancel](#) [Submit](#)



3. Click either **Cancel** or **Submit**:

- **Cancel:** Closes the modal without requesting the Portal resend the account creation email.
- **Submit:** Sends the request to the SEVP Portal. A *Confirm Request Successfully Submitted* message displays.



The student must click the link in the email and finish the steps for creating the account.

Unlock a Student's Portal Account

The SEVP Portal will lock a student's account, if the student fails to enter the proper password three times. To unlock a student's Portal account:

1. Navigate to the *Student Information* page.



Reprint I-20
Print Draft I-20

Student Information

F-1 STUDENT
Thayer, Hang In

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies
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Status: **ACTIVE**
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View:
Event History
Request/Authorization Details
Employment Information
Actions:
Authorize To Drop Below Full Course
Cap-Gap Extension
Change Education Level
Corrections
Complete Program
Disciplinary Action
Reset Portal Account
Shorten Program
Terminate Student
Transfer Out
Employment/Training:
CPT Employment Authorization
Off-campus Employment

Active Post-Completion OPT
I-901 Fee Paid
I-20 ISSUE REASON: CONTINUED ATTENDANCE

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Address Status: **Valid S - Mailbox at a street address**
Foreign Address: **123/45 AP A THAM, XA; PHU DUC TINH; VINH LONG, HUYEN; LONG HO, VIETNAM**

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Initial Session Start Date: **January 5, 2015**
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Next Session Start Date: **December 16, 2016**
Length of Next Break/Vacation: **0**
Last Session Start Date: **Student Information**

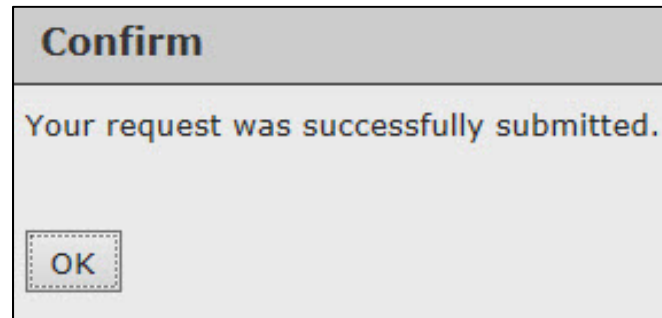
- Click **Reset Portal Account** link under the Actions menu on the left side of the page. The *Reset Portal Account* modal opens.

Reset Portal Account

By selecting **Submit**, SEVIS will send a request to the Portal to resend the account creation e-mail to the student or unlock the account.

Cancel **Submit**

- Click either **Cancel** or **Submit**:
 - Cancel** closes the modal without requesting the Portal unlock the account.
 - Submit** sends the request to the Portal. A *Confirm Request Successfully Submitted* message displays.



The student must click the link in the email and change the password for the account.

Change Student Email Address

Students cannot change the email address associated with their Portal account. DSOs must update the student's email address in SEVIS. When the SEVP Portal gets the updated email address, the Portal:

- Locks the student's account.
- Sends the student an email containing a unique link, which the student must use to verify the new email address.
- Unlocks the account once the student verifies their email address.

Update Student's Address, Contact Information, and Employer Information

DSOs can update the student's information using the following processes in SEVIS:



- [Update Personal Information](#)
- [Add, Edit, Delete OPT Employer](#)

SEVIS sends changed data to the Portal once a day. The student will be able to see the updated data the next day.

Access a Downloadable Report to See What Data Was Changed By Students Using the Portal

DSOs can download a report in SEVIS to monitor what data- students have changed via the Portal. To access the downloadable report:



1. Navigate to the *Downloads* page.

SEVIS Downloads

"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

The documents, which are available for download below, represent either lists of nonimmigrants at your institution whose information was changed by SEVIS when data standards were imposed or zipped files of immigration documents for reprint. To download a document in Comma Separated Values format, click CSV. To download as an Excel spreadsheet, click Excel. To unzip immigration documents, click the icon beside the file name in the table and follow your software's process for accessing the individual files. See Help for more information.

Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

Reports

Title	Description	File Type
SEVIS Updates Submitted by Students	This report contains updates submitted in the OPT Portal by a student.	CSV Excel

Showing 1 to 1 of 1 entries

System Downloads

Show 10 entries

2. Locate the **SEVIS Updates Submitted by Students** report.
3. Click either **CSV** or **Excel** to start the download process. The *Download Report Dates* modal opens.

SEVIS Downloads

"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

SEVP School for Advanced SEVIS Studies
Campus: SEVP School for Advanced SEVIS Studies

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Note: If you have multiple windows open, downloaded documents may open behind any windows currently open.

Reports

Title	Description	File Type
SEVIS Updates Submitted by Students	This report contains updates submitted in the OPT Portal by a student.	CSV Excel

Showing 1 to 1 of 1 entries

System Downloads

Show 10 entries

Download Report

Dates

From: / / To: / /

[Cancel](#) [Submit](#)

4. Enter the date range for the period of time you want the report to cover.
5. Click either **Cancel** or **Submit**:
 - **Cancel**: Closes the modal without requesting the report.



- **Submit:** Sends the request to the Portal.
6. SEVIS opens the report, which contains the following data fields:
- Surname/Primary Name
 - Given Name
 - SEVIS ID
 - U.S. Mailing Address 1
 - U.S. Mailing Address 2
 - U.S. Mailing City
 - U.S. Mailing State
 - U.S. Mailing Postal Code
 - U.S. Mailing Routing Code
 - U.S. Physical Address 1
 - U.S. Physical Address 2
 - U.S. Physical City
 - U.S. Physical State
 - U.S. Physical Postal Code
 - U.S. Physical Routing Code
 - Foreign Address 1 (Not editable in the Portal)
 - Foreign Address 2 (Not editable in the Portal)
 - Foreign City (Not editable in the Portal)
 - Foreign State Province (Not editable in the Portal)
 - Foreign Country (Not editable in the Portal)
 - Foreign Postal Code (Not editable in the Portal)
 - U.S. Telephone
 - Foreign Telephone Country Code
 - Foreign Telephone
 - No Telephone Declaration (Not editable in the Portal)
 - Email (Not editable in the Portal)
 - SEVIS Employer ID (This is a number assigned by SEVIS. It does not have any meaning outside of SEVIS and the Portal. This field is not editable in the Portal.)
 - EIN (Employer Identification Number)



The Employer Identification Number is a unique number the Internal Revenue Service assigns to an employer.

- Employer Name
- Employer Address 1
- Employer Address 2
- Employer City
- Employer State Code
- Employer Postal Code
- FT/PT [Full-Time/Part-Time]
- Employment Start Date
- Employment End Date
- Supervisor Last Name
- Supervisor First Name
- Job Title
- Supervisor Email
- Supervisor Telephone
- Supervisor Telephone Extension
- Date of Update from Portal



Refer to the [SEVIS Downloads](#) article for detailed instructions on how to use the download function in SEVIS.

Identify Students with Portal Accounts

SEVIS offers DSOs the following tools to identify which students have SEVP Portal accounts:

- Alert List: Students with Post-completion or STEM OPT who have a Portal Account
- Indicator on the *Student Information* page

Alert List: Students with Post-completion or STEM OPT Who Have a Portal Account

SEVIS provides an alert list to help DSOs monitor student with Portal accounts.



Students with Post-completion or STEM OPT Who Have a Portal Account
SEVP School for Advanced SEVIS Study

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Show entries

Surname/Primary Name	Given Name	SEVIS ID	Portal Account Status	OPT Type	Actual OPT Start Date	Actual OPT End Date	Recommended OPT Start Date	Recommended OPT End Date	Portal Account Created Date	Portal Account Last Update Date
Anders	Bjorn	N0004760656	Portal Account Registered	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016	11/01/2016	11/02/2016
Arne	Anika	N0004760666	Portal Account EMail Changed	STEM			11/03/2016	11/03/2016		11/02/2016
Aw	Lorena	N0004760666	Portal Account EMail Changed	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016		11/02/2016
Barie	Ignatio	N0004760672	Portal Account EMail Changed	POST-COMPLETION	11/01/2016	11/02/2016	11/01/2016	11/02/2016	10/28/2016	11/02/2016
Bauer	Kurt	N0004760672	Portal Account EMail Changed	STEM			11/03/2016	11/03/2016	10/28/2016	11/02/2016
Portu Testing Student	Guo	N0004761250	Portal Account Registered	POST-COMPLETION	11/04/2016	12/31/2016	11/04/2016	12/31/2016	11/07/2016	11/09/2016
Callioeri	Markus	N0004761555	Portal Account Registered	POST-COMPLETION	11/04/2016	12/31/2016	11/04/2016	12/31/2016	11/09/2016	11/17/2016

Excel CSV PDF Print Copy

Showing 1 to 15 of 15 entries

First Previous **1** Next Last

Thu Nov 17 22:38:41 EST 2016

U.S. Immigration and Customs Enforcement

The alert contains the following columns:

- Surname/Primary Name
- Given Name
- SEVIS ID
- Portal Account Status
- OPT Type
- Actual OPT Start Date
- Actual OPT End Date
- Recommended OPT Start Date
- Recommended OPT End Date
- Portal Account Created Date
- Portal Account Last Update Date



Refer to the [Alerts and Lists](#) article for detailed instructions on sorting and exporting this alert.

Portal Account Indicator

SEVIS displays an indicator on the *Student Information* page when a student has an active Portal account.



Reprint I-20

Print Draft I-20

View:
Event History

Request/Authorization Details

Employment Information

Actions:
Authorize To Drop Below Full Course

Student Information

F-1 STUDENT
STEM SEVIS, Stephen

SEVP School for Advanced SEVIS Studies -
SEVP School for Advanced SEVIS Studies
Start Date: **September 1, 2011** End Date: **May 30, 2015**

Status: **ACTIVE**
Status Change Date: **June 22, 2015**
SEVIS ID: **N0004705859**

Active STEM OPT
Portal Account

I-901 Fee Paid

I-20 ISSUE REASON: CONTINUED ATTENDANCE

Personal / Contact

Gender
MALE
Date of Birth

U.S. Address
105 N PORT ST, Address2, Baltimore, MD 21224
Address Status

Edit

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
December 16, 2016	Initial Release